

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: GCCAAB: PM

PERSONAL LEAVE

Each certified employee shall be entitled to two (2) days of personal leave per year. Personal leave shall be computed in increments of not less than one-half (1/2) days. Personal Leave will be granted when, in the Board's and/or its designee's judgment, the request is justifiable and adequate staffing of the district's classrooms and activities will not be jeopardized.

Personal leave shall be for personal reasons at no cost to the employee. Personal Leave requests must be submitted ten (10) days in advance. Administration/Supervisors are granted the discretion to honor late requests if coverage can be arranged.

Every attempt will be made to approve personal days (up to four (4) consecutively) to the extent that the employee has those days available. The administrator or supervisor will approve days provided they are not connected to school vacations.

Personal Day Carry-Over

Unused personal days (excluding docked personal days) may be carried to the following year and accumulate to a limit total of four (4) personal days. Personal days carried over to the following year will displace the same number of dock days available. The total number of personal days and dock days may not exceed seven (7) total days of leave in any given year.

At the close of each fiscal year, the unused portion of personal leave shall be transferred to the employee's sick leave allowance (maximum 160 days sick leave accumulation), unless the employee elects to carry forward unused personal leave, which shall not to exceed four (4) days total. Certified staff wishing to carry forward unused personal leave, must notify the Business Office payroll staff by no later than June 30.

Personal Leave Adjoining School Vacations

Any personal leave immediately preceding or immediately following regularly scheduled school vacations should only be requested in extraordinary circumstances. Requests will receive serious consideration from school administration and decisions will be based on the impact to the employee and instructional process. The use of a single personal day is generally manageable whereas multiple days in conjunction to a school vacation significantly impacts the educational process and is less likely to be approved.

Docked Leave Days

Each certified employee may request docked personal leave days with a maximum number of personal and personal docked days not to exceed seven (7). The employee pays the substitute cost or the rate of pay of a daily substitute if a substitute is not needed. These days shall be prearranged and pre-approved with the superintendent or his/her designee. The intent is that the additional personal days be used only for special and/or significant reasons.

Any personal leave request that exceeds beyond three (3) days and include docked days will be approved only when extra-ordinary conditions exist. Such requests shall be made through the Superintendent. Personal Leave exceeding beyond three (3) days will have a docked day cost of 1/185th to the employee.

Adopted: 12/16/97
Revised: 1/21/14
Revised: 8/16/2016

*** This district does not have a policy of additional leave without pay which extends beyond combination of 7 days of personal leave and docked personal leave for which the employee pays the cost of the substitute, whether or not a substitute is needed; however, the superintendent, as designated by the board, may grant additional days of leave with a complete dock of pay for each granted day in extreme extenuating circumstances. Each such request will be considered on a case-by-case basis and the decision to grant or deny such a request shall rest with the superintendent.*